

# Portales High School “Home of the Rams”



**Student Handbook 2019-2020**

**PORTALES MUNICIPAL SCHOOLS VISION STATEMENT**

**All students will be productive and successful citizens.**

**PORTALES MUNICIPAL SCHOOLS MISSION STATEMENT**

**The Portales Municipal School District will provide all students a quality education.**

**PORTALES HIGH SCHOOL VISION STATEMENT**

**Portales High School students will be responsible and productive lifelong learners.**

**PORTALES HIGH SCHOOL MISSION STATEMENT**

**Portales High School will provide a quality education in an environment that promotes student learning.**

**PHS SCHOOL SONG**

*As we stand and sing our praises high*

*Hail to Thee*

*To the red and white of Portales High*

*Hail to Thee*

*This dear school we will always bless;*

*May she ever enjoy success*

*Cherish our dear old PHS*

*Hail to Thee*

**School Colors: Red & White**

**Mascot: Rams**

**IMPORTANT TELEPHONE NUMBERS**

|                                       |          |
|---------------------------------------|----------|
| PHS Administration Office .....       | 356-7015 |
| PHS Attendance Office .....           | 356-7016 |
| PHS Counselor Office.....             | 356-7015 |
| Portales Schools Central Office ..... | 356-7000 |

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## **STATEMENT OF PURPOSE**

Portales High School students are expected to become competent in reading, writing, speaking, listening, and artistic expression. Students are expected to become effective decision-makers through the use of critical thinking. In order to develop respect for themselves and others to become contributing members of society, PHS students are expected to participate in the life of the school and community. Participation may include creative arts, academic endeavors, civic, and extracurricular activities.

## **RIGHTS AND RESPONSIBILITIES**

Portales High School is dedicated to recognizing the rights and responsibilities of all its members. To that end, the violation or infringement of anyone's civil, social, or physical rights will not be tolerated. Activities, language (written or oral), pictures, gestures, or touching that in any way disrespects a person's dignity, race, ethnic origin, gender, religion, or creed is not acceptable. Anyone who feels that any of his/her rights as stated above have been violated should contact the building Principal or his/her designee or counselor.

## ***STUDENT CODE***

*I will be where I'm supposed to be.*

*I will do what I'm supposed to do.*

*I will respect people.*

**This handbook is not a contract. It is used as a guideline only. Policies and procedures contained within this handbook can be modified at any time.**

## STUDENT GENERAL INFORMATION

### **GUIDANCE SERVICES**

Parents who wish to contact the counseling department may do so by calling 356-7015. Students at Portales High school are assigned a counselor based upon their last name and grade level. Students who wish to discuss problems of personal, educational, or vocational nature with their assigned counselor are encouraged to do so.

Portales High School's guidance and counseling services are an integral part of the total education process. It involves the interactions between the students, the parents and all school personnel. The high school counselors provide a variety of services, but increasingly, the focus is on preparation for the post-secondary years.

In addition, the counselors provide services to students, faculty, parents, and the community using consultations, referrals, student appraisal, and by acting as information and community liaisons.

### HIGH SCHOOL CLASSIFICATION

Students enrolled at Portales High School are classified as Freshmen (9th grade), Sophomores (10th grade), Juniors (11th grade), or Seniors (12th grade.) Students who do not successfully complete the required number of credits to move to the next classification will be identified with the class for which their credits indicate. Students who are classified as Freshmen will remain under the rules of Freshmen. Students who earn the credits to become a Sophomore, Junior, or Senior, will earn the rights and privileges of their classification. A student's classification can change after the first semester of a school year if the required credits are earned to advance to the next classification. Students do not automatically advance to the next classification because it is their second, third or fourth year in high school. The required number of credits for classification is outlined below:

|                  |                |                  |
|------------------|----------------|------------------|
| <b>0 – 6.5</b>   | <b>Credits</b> | <b>Freshman</b>  |
| <b>7 – 13.5</b>  | <b>Credits</b> | <b>Sophomore</b> |
| <b>14 – 19.5</b> | <b>Credits</b> | <b>Junior</b>    |
| <b>20 +</b>      | <b>Credits</b> | <b>Senior</b>    |

\*For the 2019-2020 school year only, fourth year students with 17 or more credits will be classified as Seniors.

## **SCHEDULE CHANGES**

Schedule changes will only be made for issues relating to graduation requirements or scheduling errors. To request a schedule change, complete the request form, which is available in the Guidance Office. Forms may be obtained between classes and before or after school only! Schedule change requests will only be accepted through August 23, 2019.

## **STATE REQUIRED TESTING**

### 1. Tamela (English Language Arts/Literacy and Mathematics)

Students will be required to take and pass the Partnership for Assessment of Readiness for College and Careers (PARCC) to graduate. The PARCC will be given to students in the spring of their freshmen, sophomore and junior year.

### 2. SBA (Science)

Students will be required to take and pass the Standards Based Assessment to graduate. The SBA will be given to student in the spring of their junior year.

### 3. EOC (Social Studies and Alternative Demonstration of Competency)

Students will be required to take and pass End of Course Exams developed by the State Department of Education.

If a student should fail to pass the NM Transition Assessment, SBA, or EOC Exams on their initial attempt, they will have the opportunity to retake the exams.

## **ACT TEST**

The ACT tests will be given on the following dates:

| Test Date          | Deadline     | Late Deadline | Online Score Release |
|--------------------|--------------|---------------|----------------------|
| September 14, 2019 | August 6     | Sept. 1       | Sept. 24; Oct 10     |
| October 26, 2019   | September 27 | Oct. 13       | Nov. 12; Nov 26      |
| December 14, 2019  | November 8   | Nov 25        | Dec 24; Jan 7        |
| February 8, 2020   | January 10   | Jan 17        | Feb 18; Mar 3        |
| April 4, 2020      | February 10  | Mar 16        | Apr 14; Apr 28       |
| June 13, 2020      | May 8        | May 25        | June 23; July 7      |
| July 18, 2020      | June 19      | June 29       | July 28; Aug 11      |

You may register for the ACT at [www.actstudent.org](http://www.actstudent.org) or registration packets are available at the Guidance Office. Please contact the Guidance Department if you need additional information. Further, fee waivers are available to students participating in the Federal lunch program.

## **NATIONAL HONOR SOCIETY-ELIGIBILITY REQUIREMENTS**

Membership in this chapter will be based on scholarship, service, leadership, and character. Candidates will be considered for membership in the fall of their junior and senior years only. Candidates will have spent at least one full semester in attendance at Portales High School and will be members of the junior and senior class. Candidates eligible for admission to the chapter must have a cumulative scholastic average beginning with the ninth (9<sup>th</sup>) grade year of at least 3.75. This scholastic level shall remain fixed and will be the required level of scholastic achievement for admission to membership in this chapter. All students who meet the above qualifications will be admitted to candidacy for election to membership.

Only academic grades will be figured in the cumulative grade point average. All academic classes will count except teacher aide/office aide, or any class designated as Pass/Fail. Weighted grades at Portales High school will be counted. The phrase “cumulative grade point average” refers to the total academic performance as demonstrated by the grades a student receives while in attendance at the school where the chapter is found.

Beginning with the tenth (10<sup>th</sup>) grade year a student must carry at least four (4) academic classes per semester and meet the grade standard to be eligible for membership and/or to remain as an active member. The election of members to this chapter of National Honor Society will be by a Faculty Council appointed annually by the Principal. The Faculty Council will consist of no fewer than five PHS staff members.

Members who do not maintain the grade standard necessary for membership will be placed on probationary status for one semester. If, after that time, they still do not meet the grade standard, they will be removed from membership in National Honor Society and asked to turn in their pins.

## **HONOR GRADUATES**

Each year those seniors who are in good standing with the National Honor Society will be recognized as an “Honor Graduate” at graduation. Individuals recognized as “Honor Graduates” will be allowed to wear their NHS ropes at graduation, and these are the ONLY ropes allowed at PHS graduation.

## **VALEDICTORIAN AND SALUTATORIAN**

The selection of a Portales High School Valedictorian (highest cumulative solid grade point average within the senior class) and a Portales High School Salutatorian (second highest cumulative solid grade point average within the senior class) will be made utilizing the following criteria: A solid grade point average includes all classes except those designated as Pass/Fail.

-The senior student must have been enrolled during his/her Junior and Senior years at

Portales High School and in so doing earn credit over the course of the four (4) semesters that will occur during this time.

-The senior student must have satisfactorily completed any and all requirements for graduation as set forth by the local board of education and the New Mexico Public Education Department.

-The senior student must have attained the highest or second highest cumulative solid GPA following a calculation of cumulative solid GPA's after the completion of the fourth nine-weeks grading period of the student's senior year.

In the event that more than one (1) student attains the same cumulative solid GPA and meets all the aforementioned criteria as Valedictorian of the graduating class, Portales High School will recognize each student as the class valedictorian but will not recognize a class salutatorian that particular year. In the event that more than one (1) student attains the same cumulative solid GPA and meets all the aforementioned criteria as Salutatorian (when so recognized) of the graduating class, Portales High School will recognize each student as the class salutatorian that particular year.

### **PRIOR REVIEW**

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the building principal or a designee for review.
2. The Principal or a designee shall approve or disapprove submitted material within twenty-four (24) hours of the time the material is received. Failure to act within a twenty-four (24) hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the Superintendent, who shall decide the appeal within three (3) days of its receipt. Failure of the Superintendent to act with the three (3) day period shall be interpreted as disapproval.
4. The student may appeal disapproval by the Superintendent to the Board of Education.

The student shall notify the Superintendent of the appeal and request that the matter be placed on the agenda for the next Board meeting. At that Board meeting, the student shall be given a reasonable period of time to present his/her viewpoint.

### **PUBLICATIONS**

Distribution of written material may be restricted, subject to the following guidelines:

1. Distribution may be limited in order to prevent material and substantial interference with normal school operation in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of



distribution may be prescribed to promote orderly administration of school activities by preventing disruption but shall not be designed to stifle expression.

3. Content of material to be distributed shall conform to the following standards:

a. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.

b. Libelous material may be prohibited from distribution.

c. Publications that criticize Board members, school officials, or are a violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward producing imminent lawless or disruptive action and that is likely to incite or produce such an action shall be restricted. d. Hate literature that attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material substantial disruption of normal school operations is affected by this restriction.

## **SCHOOL CAFETERIA**

The high school cafeteria serves hot nutritious meals at breakfast and lunch. All students are encouraged and welcome to eat in the cafeteria. Our cafeteria and custodial staff work diligently to provide you with an attractive and clean place to eat. Students eating in the cafeteria will be expected to comply with the following considerations and courtesies:

1. All students will stand in a single file line in the designated area while waiting to be served.
2. Students are encouraged to visit with their fellow classmates while eating. However, loud talking, yelling, and disruptive behavior are not permitted.
3. Each student will dispose of his/her tray, eating utensils, napkins, milk cartons, and spilled food in the designated receptacles.

Students should leave the eating area clean. Students eating in the cafeteria who fail to comply with these courtesies may have the privilege of eating in the cafeteria taken away. In order to buy lunches students must pre-pay for their meals. Students may pre-pay before school in the principal's office between 7:45-8:00 am. Students may not charge lunches at the high school cafeteria.

## **STUDENT ID CARDS**

If student ID cards were not picked up with schedules at the start of the year, ID cards will be passed out through the English classes. Students not having ID cards will have ID cards made through the Office. ID's may be used to assign textbooks, check out library books, and attend dances and extra-curricular activities. Lost ID's may be replaced for a charge of \$5.00.

## **PORTALES HIGH SCHOOL ATHLETICS/ACTIVITIES**

Portales High School takes pride in promoting “Victory with Honor”. We ask all people involved (fans, players, coaches, etc.) in athletic events to adhere to the following:

1. All clothing will support Portales High School ie: Ram Shirts, Six Man Shirts, etc. Any clothing referring to the opposing school will not be permitted and you will be asked to leave and change.
2. All chants and cheers will support our team only. Do not yell against the opposing team.
3. No derogatory posters or signs will be allowed.
4. Do not yell at the opposing team’s fans.

You may purchase yearly passes in the front office at a cost of \$45 per adult and \$35 per student. These passes are good for all high school and junior high school athletic events.

## **SCHOOL VISITORS**

The administration and faculty of Portales High School is obligated to establish a classroom environment conducive to learning. It is our experience that “student age visitors” frequently pose a classroom distraction. Therefore, with the exception of students’ parents and other parties deemed appropriate by the high school administration, “student age visitors” will not be allowed to visit classrooms during regular school hours. Students are not to bring younger children to class. Parents, however, are always welcome to attend classes after first checking in with the high school office.

## **USE OF TELEPHONES AND CELL PHONES**

It is important that phones in the high school be left free for school business. Therefore, student use of phones is restricted to before/after school or during the passing periods. Phone messages may be left for students by contacting the high school office. These messages will be delivered in a manner so as not to disrupt the educational process. In the event of an emergency, the student will be contacted and permitted to utilize an available telephone.

Cell phones are not to be used in classrooms. Violation of the cell phone procedure will result in disciplinary action. Students who are found using cellphones in class will be given a disciplinary referral and will have to meet with an Assistant Principal.

***1st Offense – Verbal warning, review appropriate cell phone use at school 2nd and Subsequent Offenses – Student assigned to ISD***

**If an emergency situation should occur that warrants a student’s use of the cell phone during the school day, please contact the high school office.**

## **BEVERAGES AND CANDY PRODUCTS IN THE CLASSROOM**

Students are asked to exercise caution with bringing beverages into the school building. Spills can damage the carpets in the hallways. If a spill does occur, please notify a teacher or a custodian immediately. At the teachers' discretion, they may permit students to consume any beverage in an allowable container within the classroom. Students must understand that in common classroom areas (i.e. the library and computer labs) those individuals responsible for overseeing the operation of these facilities are ultimately responsible for making the decision concerning the consumption of any permissible beverage.

Students may consume candy products within the building and within any classroom at the discretion of the instructor. The student will dispose of his/her trash in an appropriate receptacle. Candy and drinks may not be purchased from vending machines during academic instruction times.

## **DANCE GUIDELINES**

Students will be expected to conduct themselves as they would at any other school function, with courtesy for and consideration of others. All policies of the district, particularly those appearing in the Student Handbook, are in force during such an event. This includes, but is not limited to, those policies concerning dress, zero tolerance for drugs, alcohol and tobacco, and fighting. Violators of these policies will be issued the same consequences for infractions of these policies as if the violations occurred during the course of the school day. School faculty, administration, and parent/chaperons are entrusted with supervision of school sponsored dances; therefore, students will comply with any and all requests made by these people. Dance styles that are offensive will not be allowed. Upon entry to the event, students will sign beside their name on the student roster that was provided by the sponsoring organization prior to the event. Students who are suspended or facing disciplinary action cannot attend school dances. Students who leave a dance are not allowed to return. Students must present their school ID in order to attend the dance. Visitor passes may be obtained through the attendance office at least four days before the scheduled event. The high school administration reserves the right to determine the frequency, length and closing time of school dances.

## **BUS**

Riding a bus is a privilege, not a right. Students are expected to cooperate with the driver by staying in their seats and refraining from loud talking and disruptive behavior. Failure to comply with expectations of the driver and/or the bus contractor may result in the revocation of the privilege of utilizing school transportation services. Only students who live more than two miles away from the High School qualify to ride a school bus. If you need other assistance with transportation, the Portales Area Transit (PAT Bus) may be able to assist you at your expense. Portales Area Transit's phone number is 575-356-8741.

## PARKING

Portales High School is committed to offering a learning environment to students that is safe and orderly. In order to provide a safe situation in the parking lot, all students who drive a vehicle to Portales High School must abide by the following requirements:

1. All student vehicles must be parked in the North Parking Lot. There will be absolutely no parking in the streets.
2. The South Parking Lot is reserved for staff and visitors.
3. When students arrive in the parking lot they are to immediately park. Driving or cruising around the parking lot will not be permitted.
4. No unauthorized vehicles are allowed in the parking lot. Trespassers will be prosecuted.
5. Visitor parking is in the front!

## VEHICLE REGISTRATION

Portales High School has the privilege of being an open campus. With this privilege, there are certain responsibilities. Vehicle registration allows school personnel to identify vehicles that belong on the high school campus. To register a vehicle, students must adhere to the following:

1. All vehicles, including motorcycles, must be registered in the office and display a valid PHS parking sticker.
2. Students must provide the office with the following information:
  - o Year, Make, and Model of Vehicle
  - o Current Insurance Information
  - o License Plate Number
  - o Driver's License Number (Provisional or Standard)
  - o Name of Driver
  - o Grade Level
3. Non-registered vehicles will be subject to towing at owner's expense.

## OTHER TRANSPORTATION

Skateboards, roller blades, and bicycles are *not* to be ridden on campus at any time. Bicycles should be locked in the bicycle racks during school hours.

## **GRADING PROCEDURES**

**GRADES AND CREDITS** Number grades are issued for all classes. Letter grades appear on the student's transcript and have values as listed below:

A=90-100

B=80-89

C=70-79

D=60-69

F=59 & below

The grades issued at the end of the first and third nine-weeks are formal progress indicators for all courses. Grades and credits earned at the end of the first semester and at the end of the year are recorded on permanent transcripts.

## **WEIGHTED GRADES**

Because certain courses in our curriculum present greater academic challenges for our students, Portales High School weights the end of term grades for certain honors and dual credit courses. The weighted grading scale used by the Portales High School for these courses shall be as follows:

The student's grade of "A" shall carry a value of 5.00 The student's grade of "B" shall carry a value of 4.00 The student's grade of "C" shall carry a value of 3.00 The student's grade of "D" shall carry a value of 2.00 The student's grade of "F" shall carry a value of 0.00

## **REPORT CARDS**

Report cards will be mailed home at the end of each grading period. Progress reports will also be mailed home at the midpoint of each grading period.

## **POWERSCHOOL**

Parents wanting to monitor student progress via the computer may contact the office. Student Usernames and Passwords will not be given over the phone to protect student confidentiality. Parents may make an appointment with the Assistant Principals or Counselors to receive their login and password to PowerSchool.

## **ASSIGNMENTS AND HOMEWORK**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. Assignments and homework will be provided to help students better develop study skills and self-discipline and as a means to allow for practice and retention of material. Homework is not punishment and should never be used as such. Classroom and homework assignments should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis. Since a student cannot learn everything possible in an individual subject, students must develop skills necessary to use the foundation laid in school to learn how to learn and access information that will indeed make them lifelong learners.

To that end, in order for teachers, students, and parents to understand what level of mastery a student has achieved, student work must be assessed through in-class and homework assignments. Completion of these assignments allows a student to show what he or she understands and helps the teacher to design future instruction. Regular formative and summative assessments along with completed assignments will provide information to parents, students, and teachers to determine a student's strength and weaknesses for future instruction and assignments.

1. In-class and homework assignments must be turned in on time. Teachers will provide the date the assignment is to be completed and turned in. Late work will generally be accepted up to a maximum of five (5) days following the due date; however, a teacher may reduce the maximum number of days he or she provides to collect late work, but in no case will a teacher accept late work after five (5) days unless related to an excused absence or approved by the principal. Teachers will provide their assignment policy to students in writing the first day of school. If a teacher decides to accept late assignments, a reduction from the total score will be made for each day the assignment is late until the fifth day. In grades 9 – 12, ten percent (10%) of the maximum points possible will be deducted from the grade for each day the assignment is late up to five (5) days. (ie: If an assignment is worth 100 points, 10 points will be deducted for each day the assignment is late. After five (5) days, a zero (0) will become the final grade for the assignment. If an assignment is worth 50 points, 5 points will be deducted each day.) Late work due to excused absence is noted below.

2. If a homework assignment is not completed by the due date because a student does not understand the assignment, the student should discuss the assignment with the teacher. The teacher should then provide the information the student requires. If necessary, the teacher may require the student to attend tutoring to provide the information the student needs. If additional instruction or tutoring is required, the teacher may waive the deduction of points from the grade if the work is turned in by a due date set by the teacher. Late assignments or homework should be questioned by the teacher. It is the teacher's and student's responsibility to ensure that missing

assignments or homework is not due to a lack of understanding.

3. Assignments or homework assignments not completed by the due date because of excused absences, may be made up without loss of points provided that:

- A. The student speaks to the teacher the day after the excused absence and obtains the assignment to be completed.
- B. Students with an excused absence will be allowed two (2) days for every day missed to complete the assignment.
- C. Students may be required to remain after school to receive instruction to complete the assignment(s).
- D. Assignments not turned in by the third (3rd) day after the absence will have points deducted for each day late as explained in paragraph 1 above or as per the teacher's homework policy provided to each student at the beginning of the school year.

4. Students who have excused absences for three (3) or more days in a row may have a total of six days to complete the make-up work or meet with the school principal or counselor to create a plan that is reasonable to ensure the make-up work is completed in a timely manner without losing points. This plan may include before or after-school tutoring to ensure that proper instruction is provided to the student. A student involved in extracurricular activities who has an approved plan may not be penalized in that activity for failure to attend the entire practice or event.

5. Students who have prior knowledge of a planned absence for extracurricular activities, school activities, or family activities of three (3) days or more are expected to meet with their teachers to obtain their assignments in advance. These assignments will be expected to be turned in on the day the student returns to school. Otherwise, assignments will be expected to be complete and turned in as per paragraph 3 above. 6. Even though a student may have additional time to complete an assignment due to absence or the assignment being late, a zero (0) will be recorded in the grade book for that assignment. When the assignment is turned in, it will be graded and the zero (0) will be replaced with the corrected grade. If the assignment is not turned in as required above, the zero (0) shall remain the recorded grade for that assignment.

### **EXTRA CREDIT**

In-class and homework assignments are due on the due date. If all assignments are completed and turned in on time, a student should have no fear of failing a class. It is the responsibility of all involved including the teacher, the student, and parents to ensure that assignments are completed on time. Because assignments have a due date and there is an opportunity to complete and receive credit for late assignments, there is no need for extra credit assignments. Teachers will not provide additional assignments for extra credit. No extra credit will be provided for returning required documents, progress reports, etc.

Teachers may not provide extra credit for providing supplies that are required of students in a

class. Teachers may provide extra credit questions or work within an assignment or assessment, ie: extra credit questions, extra credit essay answers, etc.

### **HONORS AND DUAL CREDIT CLASSES**

Portales High School offers Honors and Dual Credit classes in select courses. Honors and Dual Credit courses are not appropriate for all students. Students may request to be enrolled in Honors or Dual Credit courses, but because the curriculum is intended to provide an increased rigor and be more challenging, students who wish to enroll in these classes must meet more rigorous enrollment requirements. Students enrolled in Honors classes and/or Dual Credit courses are expected to maintain high academic standards. A student enrolled in an Honors Class must maintain at least a “C” average in the class. If a student does not have at least a “C” as a semester grade in an Honors class, the student will be disenrolled from the Honors class and enrolled in a regular class for the next semester.

Given the belief that portions of our Honors and Dual Credit offering present greater academic challenges for our students, Portales High School weights the end of term grades on a 5 point scale for classes in Honors English, Honors Mathematics, Honors Science, Honors Social Studies, Honors Foreign Languages, and corresponding dual credit courses in college English, mathematics, science, social studies/history, and foreign languages.

When scheduling students into Honors and Dual Credit courses, the most recent PARCC scores will determine eligibility. SBA Science scores will be used in conjunction with PARCC scores for enrollment in 8<sup>th</sup> Grade Honors Science. The charts below describe enrollment criteria for Honors courses.



**HIGH SCHOOL HONORS CLASSES**

| <b>Class</b>                | <b>Option 1</b>   | <b>Option 2</b>   |
|-----------------------------|---|---|
| <b>Honors English I</b>     | <b>Transition Assessment ELA level 4 or 5</b>   | <b>Transition Assessment ELA Level 3</b> with scale score of 740 and teacher recommendation               |
| <b>Honors English II</b>    | <b>Transition Assessment ELA Level 4 or 5</b>   | <b>Transition Assessment ELA Level 3</b> with scale score of 740 and teacher recommendation               |
| <b>Honors English III</b>   | <b>Transition Assessment ELA Level 4 or 5</b>   | <b>Transition Assessment ELA Level 3</b> with scale score of 740 and teacher recommendation               |
| <b>Honors Geometry</b>      | <b>Transition Assessment Math Level 4 or 5</b>  | <b>Transition Assessment Math Level 3</b> with scale score of 740 and teacher recommendation              |
| <b>Honors Algebra II</b>    | <b>Transition Assessment Math Level 4 or 5</b>  | <b>Transition Assessment Math Level 3</b> with scale score of 740 and teacher recommendation              |
| <b>Honors Biology</b>       | <b>Transition Assessment Math Level 4 or 5</b><br><b>Transition Assessment ELA Level 4 or 5</b> | <b>Transition Assessment MATH/ELA Level 3</b> with scale score of at least 740 and teacher recommendation |
| <b>Honors Chemistry</b>     | <b>Transition Assessment Math Level 4 or 5</b><br><b>Transition Assessment ELA Level 4 or 5</b> | <b>Transition Assessment MATH/ELA Level 3</b> with scale score of at least 740 and teacher recommendation |
| <b>Honors US History</b>    | <b>Transition Assessment ELA Level 4 or 5</b>   | <b>Transition Assessment ELA Level 3</b> with scale score of at least 740 and teacher recommendation      |
| <b>Honors World History</b> | <b>Transition Assessment ELA Level 4 or 5</b>   | <b>Transition Assessment ELA Level 3</b> with scale score of at least 740 and teacher recommendation      |
| <b>Honors Government</b>    | <b>Transition Assessment ELA Level 4 or 5</b>   | <b>Transition Assessment ELA Level 3</b> with scale score of at least 740 and teacher recommendation      |
| <b>Honors Economics</b>     | <b>Transition Assessment ELA Level 4 or 5</b>   | <b>Transition Assessment ELA Level 3</b> with scale score of at least 740 and teacher recommendation      |

## **STUDENT CODE OF CONDUCT**

**THE STUDENT CODE OF CONDUCT IS INTENDED TO PROMOTE A SAFE AND SUPPORTIVE EDUCATIONAL ENVIRONMENT FOR ALL STUDENTS.**

### **BULLYING**

Bullying as defined below is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. Intimidation by another student.

Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

### **PUBLIC DISPLAY OF AFFECTION**

No matter what your age, caring for others and showing affection is important to you. The “right” relationship between two people is and should remain private. Public displays of affection are not appropriate in a school setting. A simple show of affection such as holding hands is acceptable; however, kissing and close physical contact in a public school is not acceptable behavior.

## **DRESS CODE**

### **GENERAL GUIDELINES**

The District encourages students to take pride in their attire as it relates to the school setting. Students shall dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. If, in the judgement of administration, the student's appearance, including dress, jewelry, or tattoos is disruptive to the educational process, portrays obscene language or symbols, or symbols of sex, drugs, violence or alcohol, is a threat to school or student safety, or violates the following guidelines, the student will be required to make requested modifications. Administrators will work with students to correct any dress code infractions and attempt to keep students in class whenever possible

### **SPECIFIC GUIDELINES**

All shirts and blouses must cover the midriff and low neckline shirts and blouses are not allowed. If a shirttail or blouse extends below the fingertips, it must be tucked in. Tube tops, halter tops, or sports bras are not acceptable. No undergarments shall be visible. Tank tops, muscle shirts, and jerseys shall have a tee shirt with sleeves underneath if the cut (opening) for the arms extends below the armpit. The straps on these styles of shirts shall be at least 2 finger widths. Shorts or skirts shall be at least the length of the fingertips when arms are held straight down at the side. Leggings or tights must be worn with a shirt or skirt that extends at least the length of the fingertips when arms are held straight down at the side. Cut-offs are not acceptable. Pants will not sag. Footwear is required. Shoes that present a safety concern are prohibited. Caps, visors, or hats are not to be worn in the buildings. Sunglasses are not to be worn inside buildings. Jewelry, rings, belt buckles, wallet chains, or other accessories must not present a concern for safety (i.e., no chains or dog collars). Students will be asked to correct the dress code infraction and may be assigned ISD or suspension.

Student attire for special occasions, including but not limited to awards nights and banquets, will be determined by the coaches and sponsors of the organizations/teams hosting the event. Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities. Exceptions for special activities or health considerations may be preapproved by the administrator.

Teachers in classroom environments, including but not limited to labs, workshops, and kitchens, reserve the right to address issues with student attire that could present any danger to the student or others because of the unique environment of those classrooms

## **PROHIBITED ACTIVITIES**

### **PORTALES HIGH SCHOOL IS A WEAPON FREE AND DRUG FREE SCHOOL ZONE.**

THE FOLLOWING ACTIVITIES ARE PROHIBITED ON SCHOOL GROUNDS AND AT ALL SCHOOL FUNCTIONS INCLUDING EXTRA-CURRICULAR ACTIVITIES:

- Arson
- Assault & Battery
- Bullying, Hazing, Harassment, or Intimidation or Criminal Damage to Property
- Criminal Libel
- Criminal Trespass
- Fighting, Gang Activities, Commission of a Felony
- Disruption of Classes and/or the Education Process
- Disruptive Conduct
- Disturbing Lawful Assembly
- Unlawful Assembly or Gambling
- Extortion
- Larceny, Robbery, or Burglary
- Leaving School Grounds without Parental Permission (exception: open campus lunch) -  
Loitering in Unauthorized Areas at School
- Loitering, Littering, Trespassing or Abusing and/or Displaying Disrespect to Residents on the  
Way to and/or From School
- Refusal to Identify Self
- Refusal to Cooperate with School Personnel or Sale, Possession, Transportation of Alcoholic  
Beverages
- Sale, Possession, Transportation, or Use of Explosives, Including Fireworks
- Sale, Possession, Transportation, or Use of Firearms or Other Deadly Weapons or “look-alike”
- Sale, Possession, Transportation, or Use without Prescription of a Drug, Substance, or  
Immediate Precursor defined as a “controlled substance” in the Controlled Substance Act or  
Sale, Possession
- Use of Any Tobacco Product, including E-Cigarettes or Vapor Cigarettes -Vandalism and  
Damage to School Property and Property of Others
- Sexual Harassment
- Any Other Activity Which Would Violate Any Portion of the Student Code of Conduct
- Use of Telephone to Terrify, Intimidate, Threaten, Harass, Annoy, or Offend -Using Profanity,  
Vulgar Language, or Obscene Gestures
- Willful Interference with the Educational Process of a Public School
- Academic Dishonesty/Cheating.

## **VIOLATIONS OF POLICY**

Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law.

## **PROCEDURES FOR IN-SCHOOL DETENTION (ISD)**

In-School Detention will be run by Mr. Chavez daily from 8:05 – 3:05. Students assigned to ISD will be provided assignments from their teachers for the school days they are in ISD, and students will need to either bring their own lunch or purchase a lunch through the school cafeteria for the days they are in ISD.

## ***STUDENT SEARCHES***

Administrators and teachers have the right to question students regarding their conduct or the conduct of others and to inspect property including student lockers and vehicles any time they have reasonable suspicion to believe that they may find a controlled substance, dangerous drugs, prohibited weapons, or any other article or material that is forbidden by school policy or that could be used to cause a substantial disruption on school property or at school-sponsored functions. Students shall not place, keep, or maintain in school-owned lockers or on school property, including private cars parked on school parking lots, any controlled or dangerous drug, or material that is forbidden by school policy or that can be used to disrupt school or school-sponsored functions. Students shall be notified at the beginning of each school year that:

- Lockers remain under the jurisdiction of the district even though possessed by the students and are subject to inspection at any time.
- Cars parked in school parking lots may be subject to a search at any time the campus administrator has reasonable suspicion to believe that they contain any controlled substance or dangerous drug, prohibited weapon, or any other article or material that is forbidden by school policy or that can be used to disrupt school or school-sponsored functions.
- Use of a school parking lot by a student will be considered consent by the student and the student's parents to the inspection and the search of the student's vehicle.
- Classrooms, other common areas, and cars parked on school property are subject to search using dogs.
- If prohibited substances are found, the student may be subject to appropriate disciplinary action, including removal or expulsion in accordance with existing policies.

The district may use specially trained dogs to search for prohibited articles or material, including but not limited to controlled substances, dangerous drugs, or alcohol on school property.

### **PHYSICAL RESTRAINT**

Any district employee may, within the scope of the employee's duties, use and apply such physical restraint to a student as that employee reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a weapon or other dangerous object.
- Protect property from serious damage.
- Restrain an irrational student if the student poses a threat to him/herself or others.

### **COOPERATION WITH LAW ENFORCEMENT AGENCIES**

If an officer comes to arrest a student and has a warrant or a summons for that purpose, school personnel must comply with the orders of the court. An officer must show proper identification as well as the warrant and fill out school forms before a student will be released to the officer. Otherwise, law officers wishing to question students on the school premises will be requested to wait until school personnel can notify the parent prior to any interrogation. The principal or principal's designee shall be present during questioning. School personnel shall not require a student to answer an officer's questions.

### **DISCIPLINE PROCEDURES AND INTERVENTIONS**

Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline. Students shall be treated fairly and equitably. Discipline shall be based upon a careful assessment of the circumstances of each case. Factors to consider shall include the following:

- Seriousness of the offense.
- Student's age.
- Frequency of misconduct. o Student's attitude.
- Potential effect of the misconduct on the school environment.

All discipline referrals will include a student's name, offense, teacher making referral and other appropriate information. Parental contact will be initiated at the appropriate stage of disciplinary action. Probationary enrollment may also be initiated for any offense, at the discretion of the principal. Referral to guidance, mediation, community resources, law enforcement agency, and/or juvenile probation may also be included in any action taken.

## **ATTENDANCE**

Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Not only is attendance important for academic success, the attendance of school age children (any child reaching his or her 5<sup>th</sup> birthday by September 1 until reaching 18 years of age or graduation) is required by state law (22-12-2 NMSA, 1978). Excused absences include illness, illness of a parent, sibling, or other immediate family member, bereavement, or other family emergencies, and observance of major religious holidays of the family's faith. Excused absences do not include family vacations, sleeping in, a parent's inability to wake up on time, haircuts, shopping, or a general desire not to come to school on a given day.

We know that life happens, and every student becomes ill from time to time. We also understand that sometimes other illnesses in the family need to be addressed and it is not possible for a student to attend school. We do not expect, nor do we desire, to have students in school who are running a fever, vomiting, coughing excessively, or generally feeling bad. Students with these symptoms should remain at home or be taken to a physician at the parent's/guardian's discretion to allow the student time to recover from the illness and to help prevent the spread of disease to others.

Parents or guardians should attempt to schedule medical, dental, and other appointments after school hours whenever possible. If a student misses school due to a medical or dental appointment, the parent should ask for an appointment card or a doctor's note. The appointment card or doctor's note can be used as documentation of the excused absence. If a student remains home and does not see a physician, the parent should call the school on the day of the absence to verify the reason for the absence. If calling the school is not possible, parents may send a signed note to school with the student when he or she returns. Whenever possible, the school will make a reasonable effort to contact a parent to verify why a student is absent if the parent has not contacted the school prior to the absence or on the day of the absence. If parental contact is made, no other action is needed. For absences greater than one (1) day in length, the school should be notified each day of the absence. However, if the parent knows that a student will be absent for more than one (1) day, notifying the school at the beginning of the absence will suffice. We recommend that if an absence will be more than three (3) days in duration, the parent make contact with the school so that arrangements can be made to provide instructional materials and assignments to the student so that work can be completed during the absence if possible. In all cases, if an excused absence is expected to be for more than five (5) days, parents should contact the school to create a plan to provide instruction at home or other location to prevent the student from falling too far behind. Such plans must be approved by the Assistant Superintendent of Instruction after consultation with the school's principal.

**Verbal notice or notes from parents identifying the reason for the absence will only be accepted until the day following the absence. Verification of an excused absence after the day of return will only be accepted in the form of a note from a physician, clinic, or dentist**

**confirming the dates of the absence.**

A verified absence is not necessarily an excused absence. However, verification is important for the safety of students. Verification provides the school with information that you, as a parent or guardian, know the student is not in school on a given day or at a given time.

If an absence is unexcused, missed assignments may be accepted up to a maximum of five (5) days following the date of the absence; however, a teacher may reduce the maximum number of days he or she will allow to collect work missed due to an unexcused absence. Teachers may choose to not accept work missed during an unexcused absence, but in no case will a teacher accept work missed as a result of an unexcused absence after five (5) days of the unexcused absence. Teachers will provide their assignment policy regarding unexcused absences to students in writing the first day of school.

Absences of students due to the deployment or return from deployment of a parent, guardian, or sibling are excused absences. If the absence will be longer than three (3) days, the student will be expected to make arrangements with the school to receive lessons in advance as stated above regarding extended absences.

Many students enrolled in Portales Municipal Schools are members of 4-H and FFA. Absences for the participation in local and state fairs to show livestock or enter exhibits are excused absences. Parents or guardians should notify the school in advance regarding these absences. All attendance and homework rules apply.

State law requires the school to contact parents and guardians when a fifth (5<sup>th</sup>) unexcused absence occurs. You could also be contacted after a third (3<sup>rd</sup>) unexcused absence. However, a fifth (5<sup>th</sup>) unexcused absence, according to State law and District Policy, identifies the student as a student in need of intervention and requires a meeting between school administration and the parents or guardians. At this meeting, an administrator will work with the parents/guardians and student to determine the cause of the unexcused absences, what resources might be available to assist the parents/guardians and student, and create a corrective action plan to help prevent future unexcused absences. If parents/guardians fail to respond to notice of the meeting or fail to attend the meeting, the Juvenile Probation Office, District Attorney's Office, Children's Youth and Families Department, and New Mexico Income Support Division will be notified that the student is in need of intervention and that the school has received no support from the parents/guardians.

Upon a tenth (10<sup>th</sup>) unexcused absence, parents or guardians will be notified by mail or in person that the student is now considered habitually truant, and another meeting between the parents/guardians, student, and administration must occur. This meeting will be held to develop intervention strategies focused on keeping the student in school. The parents/guardians will also be notified in writing that a future absence will require that the school notify the Juvenile Probation Office that the student is habitually truant. The administration will also notify the District Attorney's Office, Children's Youth and Families Department, and New Mexico Income Support Division that the student is habitually truant and has failed to respond to intervention.



In order to be successful in school, students must attend regularly. Portales Municipal Schools has no desire to create additional tension within a family or contention between schools and parents. Yet, we know that attending school as required, putting in the effort necessary, and building good relationships with other students and school staff will ensure the success of our students. Our most important goal is to provide a quality education so that all of our students will be productive and successful citizens.

### **TARDY PROCEDURE**

Each student is allowed four tardies in each class per nine weeks. If a student accumulates five (5) tardies in **a class** during a nine week grading period. Absent Late will be counted as a tardy. Teachers will refer students to the Assistant Principal with a referral. Students will be assigned lunch detention for tardies beyond their 4th. A list for the days Lunch Detention will be sent out in the morning to all teachers. Fourth period teachers will need to **escort** any student on the list to ISD right after 4th period.

|                               |                                |
|-------------------------------|--------------------------------|
| <b>5th Tardy</b>              | <b>1 Day Lunch Detention</b>   |
| <b>6th Tardy</b>              | <b>2 Day's Lunch Detention</b> |
| <b>7th Tardy</b>              | <b>3 Days Lunch Detention</b>  |
| <b>8th Tardy</b>              | <b>1/2 Day ISD</b>             |
| <b>9<sup>th</sup> + Tardy</b> | <b>1 Day ISD</b>               |

Student tardies will accumulate for each nine-week grading period. The tardy process will start over at the beginning of each nine-week period. \*Any student more than 10 minutes late to class will be considered absent.

### **LEAVING DURING SCHOOL**

When a student must leave during school hours, he/she must:

- Check out at the Attendance Office.
- Have or obtain parental verification that there is a need to leave.
- Students who fail to follow the guidelines will be counted as truant.

Before leaving at times other than lunch, students must observe regular sign-out procedures. Students who make the decision to leave campus during school hours without observing proper sign-out procedures must accept the consequences of that decision. They may receive a zero for work missed and be recorded as truant.

## **NOTICE OF REMOVAL**

The district shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent cannot be notified, prior to the removal, the parent shall be notified as soon as possible of the reasons for removal.

## **SANCTIONS**

Students placed in Out of School Suspension (OSS) or expelled are prohibited from being on school grounds or attending school-related extracurricular activities during the period of expulsion or suspension, except by administrative permission.

## **LOST/STOLEN ITEMS**

Students are responsible for any personal valuables (electronic devices, money, jewelry, etc.) brought on campus. These items should remain in the possession of the student or securely locked up during the course of the school day. If valuables are lost or stolen, administration will assist in trying to retrieve the item(s); however, school personnel are not responsible for lost or stolen items. By bringing valuables on campus, students accept responsibility for keeping those items safe and secure. If students are not willing to accept that responsibility, then it is recommended that valuables be left at home.

## **TEXTBOOKS**

Textbooks are free and can be checked out of the Library by all students. Textbooks are to be kept clean and handled carefully. Be sure your name is written inside the cover of each book. Students are expected to be responsible for their books and to have them in their possession for class. Unreasonable damage and wear to the textbooks will result in fines or the cost to replace the book. All fines or book replacement fees will be due before the end of the year. Normal replacement cost range from \$50 to \$150. At the end of the school year, the student must return the same book that was checked out to them at the beginning of the school year. Notice: Each year the Portales Municipal Schools will adopt new textbooks for different content areas. If parents or community members are interested in participating in this process or providing feedback about the adoption options, please contact the director of instruction at central office (356-7000). Information about the current adoption will also be placed annually in the Portales News Tribune.

## **FEDERAL POLICIES**

The Portales Municipal School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VII-B of the McKinney-Vento Homeless Assistance Act; the Family Educational Rights and Privacy Act (FERPA); Title VI of the Civil Rights Acts of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. With issues regarding Title IX, please contact Central Office Administration at 575-356-7000. With issues regarding Title VII-B of the McKinney-Vento Homeless Assistance Act, contact Rick Segovia, Director of Federal Programs, Portales Municipal Schools Central Office, at 575-356-3705 or at [rsegovia@portalesschools.com](mailto:rsegovia@portalesschools.com). For questions regarding the administration of medicines to students while at school, please refer to Policy J-5350 of the Portales Municipal Schools Board of Education Policy Manual or contact the school nurse, Portales High School, at 575-356-7015.

**McKinney-Vento Homeless Education Program** The purpose of the Education for Homeless children and Youth program is to ensure that all homeless children and youth have equal access to the same free and appropriate public education, including public preschool education, provided to other children and youth. Section 103 of the Act defines the term “homeless” or “homeless individual” as an individual who lacks a fixed, regular, and adequate nighttime residence and who has primary nighttime residence that is

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including hotels, congregate shelters, and transitional housing.)
- An institution that provides a temporary residence for individuals intended to be institutionalized; or
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation.

Please contact the school counselor, principal, or the District Contact for Homeless Education, Rick Segovia @ 359-3705 if assistance is required.

**Highly Qualified Notice to Parents All teachers at Portales High School are highly qualified.**

**HIGHLY QUALIFIED**

In accordance with the requirements of the New Mexico Law 22-10A-16, parents and/or guardians have the right to obtain information regarding the professional qualifications of classroom teachers who instruct their child. Parents/Guardians may request the following information:

- Whether the teacher has met state qualifications for licensure for grade and subject taught.
- Whether the teacher is teaching with a teaching waiver or assignment.
- The qualifications of educational assistants or similar para-professionals.
- The teacher's degree, major, and/or any other licenses or graduate degree held by the teacher.

If you are interested in requesting this information, please contact Mrs. Lois McAlister at (575)356-7000 or go to the personnel office at Portales Municipal Schools Central Office 501 S. Abilene.